



CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM	RELEASE DATE:	Tuesday, March 30, 2010
POSITION TITLE:	Chief of Staff	FINAL FILING DATE:	Thursday, April 15, 2010
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$10,520.00 / Month	BULLETIN ID:	02232010_5

POSITION DESCRIPTION

Under administrative direction of the Chief Executive Officer (CEO) of the California State Teachers' Retirement System (CalSTRS), the Chief of Staff provides high-level oversight of the System's strategic initiatives, programs and internal operations for which the Teachers' Retirement Board (TRB) has plenary fiduciary authority and responsibility, including Benefits and Services, Enterprise Initiatives Technology, Audit Services, Administrative Services, and Human Resources.

The Chief of Staff assists the CEO in the overall operational management of CalSTRS; formulates and administers policies having statewide impact on CalSTRS in a manner consistent with CalSTRS' mission, vision and values; counsels and advises the CEO and the TRB on sensitive and critical operational, fiscal and personnel related issues and their impact on the System; assists and consults the CEO and TRB in the development and implementation of significant policy matters in accordance with Teachers' Retirement Law, legislatively mandated changes and strategic plans set forth by the TRB; leads a team of Executives, ensuring accountability in providing consistent leadership and support for improvement efforts throughout the System.

The incumbent acts in the absence of the CEO; represents the System before the Legislature, control agencies, public and private agencies and organizations, school districts, members, member-constituency groups, and employees; oversees and improves all aspects of internal operations that effect CalSTRS' employees, internal operations efficiencies and their impacts on the System and its members; communicates on sensitive and complex issues that affect the System's internal operations, employees, members, beneficiaries, taxpayers, and constituent groups.

The incumbent oversees CalSTRS operating budget, internal accounting and external controls; ensures the System's compliance with Federal and State laws governing investments and pensions as well as fiscal accountability standards outlined by the Governmental Accounting Standards Board, American Institute of Certified Public Accountants and the Securities and Exchange Commission; serves as the technical advisor to TRB Members and Advisors; and oversees Executive Office management initiatives, ensuring accountability for performance in all functions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Broad experience in an executive or senior management capacity that demonstrates strong management and leadership skills; the ability to think strategically and function effectively as a member of an executive management team; and includes substantial participation in the formulation, operation and/or evaluation of program policies.
2. Experience representing a board or similar body before the Legislature, control agencies, public or private agencies and organizations, and stakeholders, that demonstrates the ability to interact, negotiate and communicate effectively.
3. Demonstrated communication skills and experience presenting difficult and complex issues before a Governmental Board or Corporate Board of Directors or similar body.
4. Knowledge of public pension funds and the California State Teachers' Retirement System's organization, goals, functions, and policies and the ability to communicate information regarding them internally and externally.
5. Knowledge of concepts and principles of strategic planning, including the development of a balanced scorecard; familiarity with emerging technologies for managing customer service; and the ability to foster innovation and seek new ideas.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of Staff**, with the **CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a designated screening committee. The screening committee will use

predetermined evaluation criteria derived from the minimum and desirable qualifications listed on this announcement. Candidates should ensure they are thorough when describing their experience, knowledge and abilities relative to the desirable qualifications of the Chief of Staff position and provide specific examples. Interviews may be conducted with only the most qualified candidates, if it is determined necessary in order to make a selection.

FILING INSTRUCTIONS

Applicants must file their application, resume and Statement of Qualifications with CalSTRS either in person or by mail at the address listed below. All application materials must be received no later than 5:00 p.m. on the final filing date of April 15, 2010, to be considered. **ALL MATERIALS PERSONALLY DELIVERED, RECEIVED VIA U.S. POSTAL SERVICE OR ANY OTHER DELIVERY SERVICE AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED.**

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and the font should be no smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.
- A Resume.

Applications must be submitted by the final filing date to:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM, Personnel Services Office
Attention: Executive Compensation Unit MS-31, Sarah Kenney
100 Waterfront Place, West Sacramento, CA 95605
Sarah Kenney | (916) 414-4961 | skenney@calstrs.com

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>